

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Senior Park and Recreation Specialist

Department of Parks and Recreation

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

1. Analyzing data by conducting statistical analyses (e.g., frequencies, averages), and reporting results in various formats (e.g., reports, tables, graphs) to depict trends, needs, and deficiencies.
2. Monitoring facilities and/or programs and coordinating site visits.
3. Conducting trainings for various staff and/or the public using visual technology, guidelines, and other materials.
4. Performing property management activities by evaluating boundaries, existing or proposed land uses, and conducting additional research as necessary.
5. Assisting in the preparation of environmental or program analysis documents related to operations, project development, grant applications, or management.
6. Conducting presentations and preparing presentation/instructional materials.
7. Managing projects by acting as point of contact with team members, management and/or public, tracking budgets and progress, and seeing the project through the cycle.
8. Preparing project agreements with pertinent information (e.g., dates, resources, scope, funds) to ensure all stakeholders adhere to project parameters.
9. Preparing, editing, and providing feedback on a variety of professionally-written documents (e.g., planning documents, grants, recommendations, memos, marketing materials, training manuals, reports).

10. Evaluating written materials (e.g., reports, project proposals, legislative proposals, statutes, plans) in relation to current projects/programs, rules, regulations, and/or policies in order to assess potential impacts.
11. Identifying program trends and needs to develop ideas for improvements and creating proposals to contribute to program success.
12. Developing or implementing data-tracking and data-management programs for record keeping, protection of information and retrieval of materials.
13. Responding to concerns from the public, stakeholders, other agencies, and/or elected officials and appropriately managing and addressing the concerns to maintain overall good customer service.
14. Developing solutions to complex problems by researching information (e.g., planning documents, legislation, policies, practices, rules, regulations) and recommending the most appropriate course of action.
15. Supervising or leading staff by overseeing staff workload, delegating work assignments, providing guidance and training, and participating in the evaluation of staff performance.
16. Collaborating with stakeholders (e.g., the public, project team, private organizations, government entities) on projects/programs, negotiating shared points of interest, and debriefing with staff and/or management where appropriate.
17. Overseeing contracts or agreements with vendors, concessionaires, or grantees; conducting reviews; identifying issues and negotiating resolutions; ensuring compliance with terms and conditions; and escalating larger issues to management.
18. Preparing reports that accurately summarize issues, status, and activities related to a program or project.
19. Organizing and facilitating meetings; conveying purpose, goals, and objectives; and providing a summary and action items.